

On the title page, center each element and use headline-style capitalization

Unless local guidelines say otherwise, titles should be in boldface

Title in Bold

Subtitle (if present) in Bold

If a paper has a subtitle, put the main title on one line followed by a colon, and the subtitle on a new line with one blank line in between.

First and Last name

Class: Title of class

Month Day, Year

For most papers, this is the only front matter that is needed. However, consult local guidelines or instructors for additional information.

**Incorporating Shuffleboard in Executive Meetings:
A Guide to Presentation Techniques**

Jordyn Slade

Business 340: Professional Presentation Skills

February 25, 2016